



MINUTES OF THE JACKSON HOLE AIRPORT SPECIAL MEETING

Date: August 23, 2023

BOARD PRESENT: Ed Liebzeit, Valerie Brown, Rob Wallace, Melissa Turley, and Bob McLaurin were present in person in the Airport Meeting Room.

OTHERS PRESENT: Jim Elwood, Michelle Anderson, Aimee Crook, Dustin Havel, Megan Jenkins, Kevin Dunnigan, Tony Cross, Jamey Miles, Apinya Wright, Esther Borja, Anna Valsing, Jordyn McDougall, Craig Foster, Bryce Beatty, and Josh Ziolkowski Jackson Hole Airport Board; Jeremy Barnum, Grand Teton National Park; Johnathan Schechter, Jackson Hole Town Council; Dan Reimer, Airport Attorney; Jessica Jaubert, Three Elephant; Roger Groves, Sally Painter, Mari Auman, Kathy Culkin, Jenny Cordina, and Kathryn Turner, public. Other individuals who are not individually documented were present in person or watched the meeting on a live stream through the WebEx platform.

- I. **CALL TO ORDER:** Board President Liebzeit called the Board Meeting to order at 9:10 AM.
- II. **EMPLOYEE OF THE MONTH:** Elwood congratulated Josh Ziolkowski as the July Employee of the Month and Yesenia Vejar as the August Employee of the Month.
- III. **COMMUNITY OUTREACH:** Jenkins advised that since there was not a July Board Meeting, she would kick off Community Outreach with the Fourth of July parade. She said that there was a good deal of participation from Jackson Hole Airport Board (JHAB) staff, including staff from the Airport's new Fixed Based Operator (FBO), Jackson Hole Flight Services (JHFS); giveaways included 100 pounds of candy, 500 squishy planes, and 1,000 fire fighter hats.

Jenkins continued with the Airport's communication campaign, 'Did You Know,' that focused on summer travelers visiting the area and other important Airport programs. She shared a JHFS graphic, 'Environmental Stewardship,' to educate FBO users on Airport programs, such as Fly Quiet, Voluntary Noise Curfew and Abatement Procedures, Carbon Offsetting, and Waste Reduction.

Liebzeit advised that a resident contacted him and complimented JHAB staff on the Airport's webpage and how easy it was to navigate.

IV. COMMENTS FROM GRAND TETON NATIONAL PARK, THE TOWN OF JACKSON, TETON COUNTY, AND THE PUBLIC: Barnum shared that he was at a leadership conference in Grand Teton National Park (the 'Park') focused on significant Rehabilitation and Improvements for Colter Bay. He stated it was a busy summer at the Park, including some visiting leaders from Washington, D.C. Barnum advised that the vastly improved Moose-Wilson Road is open and servicing visitors between Teton Village and Moose. Liebrecht thanked the Park for the continued communication on bear activity and the importance of not leaving food around.

Schechter advised that the Town of Jackson continues to complete day-to-day tasks to the highest possible standard, including focusing on the summer surge in tourism and the upcoming winter season.

Sally Painter, Mari Auman, Kathryn Turner, Kathy Culkin, and Jenny Cordina gave public comment(s) on the Airport noise impact on residents; they asked JHAB to consider aircraft fanning or alternate departure flight paths.

V. CONSENT AGENDA:

- A. Approval of the Minutes
 - 1. Special Meeting (Board Retreat) – June 15 and 16, 2023
 - 2. Regular Meeting – June 21, 2023
- B. Amendment to Resolution 2023-07: Fees and Charges
- C. Rosenbauer Aircraft Rescue and Fire Fighting (ARFF) Vehicle Equipment Purchase
- D. Western States Caterpillar 972XE Equipment Purchase
- E. Power Equipment Company RPM 36R Snow Blower Equipment Purchase
- F. New Motor Vehicle Purchase
 - 1. Laramie Range Ford-Ford Ranger Purchase
 - 2. Montrose Ford Nissan-Ford Ranger Purchase
 - 3. Larry H Miller Lakewood-F350 Purchase

Brown moved approval of each of the consent agenda items A-F. Wallace seconded the motion, which passed unanimously.

VI. ACTION ITEMS:

A. Financial Reports: Anderson included for approval the financial reports for the fiscal year-end (June 30, 2023) and the period ending July 31, 2023. She advised that for the fiscal year 2022-2023, income was even with the budget while expenses were -7% under budget. Brown asked for additional information on the Airport's fiscal



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year-end net on capital expenses and revenue versus budget. Anderson advised that the Airport came in a little over budget on expenses due to the timing of invoices. Brown asked how the Airport is doing on revenue versus expenses on the budget for capital projects. Anderson advised that the Airport is on target with all the capital projects, attributed to the strong working relationship JHAB staff has with consulting engineers and construction managers. Brown asked Anderson to bring the updated cash flow and debt for the capital projects for the September Board Meeting.

Anderson noted that in July 2023, income and expenses were below budget, resulting from lower-than-projected fuel sales.

Wallace moved approval of the financial reports for June and July 2023. Turley seconded the motion, which passed unanimously.

B. JVIATION 4TH AMENDMENT – UNDERGROUND DETENTION AND FILTRATION SYSTEM EXPANSION PROJECT: Havel advised that this Amendment to the Jviation On-Call Engineering Service Agreement is for the preparation of construction plans, contract documents, technical specifications, engineering design report, and bidding for the underground stormwater detention and filtration system expansion project. He said this amendment was made by the Federal Aviation Administration (FAA), which requires the Airport to have on-call engineering services for anticipated capital improvements. Havel stated that Jviation submitted a Scope of Work and fee proposal for this project; since this project will have a federal funding component, an Independent Fee Estimate (IFE) was completed, validating the proposed fee by Jviation.

McLaurin asked if the retention basin would be expanded. Havel said yes. Liebrecht inquired into the need for further expansion in the future or whether this project would meet any forecasted future needs. Havel advised yes; this project would get the Airport to capacity for future anticipated drains like those along the taxiway; however, there could be future filtration or treatment projects of a similar nature. Brown stated that she would like JHAB staff to discuss implementing a testing protocol for the discharged water, even though there is not a regulatory requirement to test. McLaurin agreed with Brown, stating that the Airport is exceeding regulations on stormwater treatment; he would still like to see testing implemented since the Airport is in a National Park.



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McLaurin moved approval of the 4th Amendment to the Aviation On-Call Engineering Agreement, in the form presented, in the not to exceed the amount of \$305,178. Brown seconded the motion, which passed unanimously.

C. WADMAN CORPORATION – AIR TRAFFIC CONTROL TOWER (ATCT) IMPROVEMENTS PROJECTS SCHEDULES I – IV NOTICE OF AWARD AND

CONTRACT: Havel said invitations for bid for the Air Traffic Control Tower (ATCT) Improvements Project were published in early June. He stated that Wadman was the only bid received for the project; Aviation negotiated the bid with Wadman, reducing the project price. He said the ATCT Improvements Project includes upgrades to the tower equipment, electrical equipment, new roofing, maintenance ladder, and upgraded access control and surveillance equipment. He said that the total cost of Schedules I-IV is \$2,145,279; the Federal Aviation Administration (FAA) is supporting \$995,000 of this project through 100% Federal Match grant funds and Wyoming Department of Transportation (WYDOT) Aeronautics is investing \$166,667.

Brown asked for additional information on limited participation from contractors in the project bidding process. Havel advised that from an overall industry perspective, it is challenging to get even one or two contractor(s) to bid on a project, noting that this was a low-dollar project; resulting in only one interested party.

McLaurin moved approval of the contract with Wadman Corporation for Schedules I-IV of the ATCT Improvement Project in the form presented, in the not to exceed the amount of \$2,145,279. Brown seconded the motion, which passed unanimously.

D. KNIFE RIVER - JAC DEICE ACCESS TAXILANE AND NORTH TAXIWAY ALPHA REHABILITATION PROJECT SCHEDULE VII NOTICE OF AWARD AND

CONTRACT: Havel advised that Knife River began work on Schedules I and IV of the Deice Access Taxilane and North Taxiway A Rehabilitation Project on July 5, 2023, and work is progressing well. He noted that Aviation and JHAB staff continued negotiations with Knife River, the sole bidder, on the other schedules that were not awarded. He said that Knife River had presented a revised pricing proposal for Schedule VII, described as the screening and crushing of aggregate for the stormwater detention system.

Brown asked if any Airport firefighting training ever occurred on the aggregate, thus contaminating the soil with PFAS. Havel advised that soil testing has been done around the Airport property, and the Airport environmental consultants were comfortable moving forward with this project.



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Turley moved approval of the contract with Knife River for Schedule VII of the Deice Access Taxilane and North Taxiway Rehabilitation project in the form presented, in the not to exceed the amount of \$723,500. Wallace seconded the motion, which passed unanimously.

E. MEAD AND HUNT ENVIRONMENTAL 2ND AMENDMENT – INTERNATIONAL DARK SKIES INITIATIVE ASSESSMENT: Elwood presented for JHAB approval a 2nd Amendment to the Mead & Hunt On-Call Environmental Consulting Service Agreement for an International Dark Skies Initiative Assessment (IDA). He stated Mead & Hunt had developed a Scope of Work to assess lighting and lighting-related design on the Airport's property to evaluate consistency with IDA standards; noting, results of the assessment will provide recommendations for International Dark Skies compliance and ultimately inform on the opportunity to apply for designation as an Urban Night Sky Place (UNSP); if achieved, Jackson Hole Airport would be the first airport to receiving this honor.

Wallace moved approval of the 2nd Amendment to the Mead and Hunt Environmental Consulting Service Agreement in the form presented, the not to exceed the amount of \$17,890. Turley seconded the motion, which passed unanimously.

F. RESOLUTION 2023-10: AIRPORT IMPROVEMENT PLAN 77: Elwood said that FAA Grant Airport Improvement Plan (AIP) 3-56-0014-077-2023 for \$995,000 would be used for the ATCT Improvement Project; this grant has a 100% federal share and accepts and agrees to the conditions in the grant agreement. He stated that the FAA is finalizing the grant documentation, and once completed, it will be sent (the final grant will be in the same form as presented). He noted that if JHAB approves the grant, it will be placed on an agenda for the Town and County's consideration as the Airport's sponsors.

McLaurin moved acceptance and approval of Resolution 2023-10 in the form presented and authorized the Board Present or Board Secretary to sign the final FAA Grant Agreement for the ATCT Improvement Project for \$995,000 or such final amount as the FAA offers. Brown seconded the motion, which passed unanimously.

G. RESOLUTION 2023-11: AIRPORT IMPROVEMENT PLAN 78: Elwood said FAA Grant AIP 3-56-0014-078-2023 in the amount of \$2,265,740 is part of the Airports 2023 Bipartisan Infrastructure Law (BIL) funding; grant funding is 93.75% share with 6.5% local match. He noted that the funds will be used for the Security Screening



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Checkpoint Project. He said this Resolution accepts and agrees to the conditions in the Grant Agreement. He stated that the FAA is finalizing the grant documentation, and once completed, it will be sent (the final grant will be in the same form as presented). Elwood noted that if JHAB approves the grant, it will be placed on an agenda for the Town and County's consideration as the Airport's sponsors.

Turley moved acceptance and approval of Resolution 2023-11 in the form presented and authorized the Board President or Board Secretary to sign the final FAA Grant Agreement for the BIL Funds for the Security Screening Checkpoint Project in the amount of \$2,652,740 or such final amount as offered by the FAA. Wallace seconded the motion, which passed unanimously.

VII. DIRECTORS COMMENTS: Elwood stated that for July 2023, General Aviation (GA) operations were down 4.36% from July 2022; commercial was down 15.0% compared to the same month of 2022. He said that excluding the closure months, year-to-date GA is down 15.2%, and for commercial, it is down 10.3%. Elwood shared that July 2023 enplanements were up 7.1% from July 2022; the load factor for July 2023 was 83.22%, higher than July 2022, which was 73.42%. He said the Airport historical data demonstrates an overall 0.7% average decrease in aviation operations, including over a 2% average decrease for GA over the last 20 years. Elwood clarified that none of the statistics reflect the human factors of how individuals feel about present-day aircraft noise. McLaurin asked if regional aircraft (i.e., 'CRJ' and 'ERJ') fly in and out of Jackson Hole Airport. Elwood advised that the dominant commercial aircraft currently operating at the Airport are the Boeing (737 & 757) and Airbus (A320 & A321).

Elwood advised that the START pilot bus program to the Airport is progressing, including reaching out to the FAA about the eligibility of use of airport funds. He reported that JHAB staff is focused on the project, and he will advise as information on the program becomes available. He noted that the program consultants are working on a draft of the route(s) and schedule(s), which will be shared shortly.

Havel shared that the Operations, Maintenance, Custodial, and IT departments had a strong summer season and stayed focused on the day-to-day operations and work projects as time allowed. He noted that his teams have been supporting and coordinating the Airport's larger capital projects like the Fuel Farm Upgrade, Hangar 3, and Taxilane and Deice pad work. Havel stated that KLJ and JHAB staff continue working on the FBO Terminal and Administration Building permit set and will be taking those to the county on September 14, 2023. He concluded with a final note that the JAC Parker Program has over 4,219 people currently enrolled.



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Crook stated that the Transportation Safety Administration (TSA) recently completed the Airport's annual security inspection with no significant findings. She said three new security officers have been hired to support the Aviation Worker Screening Program. Liebzeit asked how staffing is looking for the on-site TSA. Crook stated that, to her understanding, TSA is understaffed and utilizing National Deployment Officers (NDOs) to fill any open positions.

Foster stated that Jackson Hole Flight Service's (JHFS) first season focused on safety and procedures for day-to-day operations. He noted that the FBO is looking forward to the upcoming winter season, including deice training from the Original Equipment Manufacturer (OEM) of the FBO's deice trucks. Foster advised that Teton County Search and Rescue is purchasing a helicopter, and they contacted the FBO for maintenance support. He stated that JHFS staff would start training on supporting Search and Rescue's specific type of helicopter, including maintenance.

VIII. BOARD COMMENTS: Brown stated that regarding the public comments, she believes it is important to note the work the Airport has completed, including the work done on the Southern Departure Task Force to mitigate the noise impact on residents living south of the Airport. She stated that the Task Force could not agree on an alternate departure flight path. Brown restated that the Airport voluntarily goes beyond regulations due to being in a National Park; however, at the end of the day, the FAA dictates aircraft flight rules that must be followed in United States airspace.

Brown noted that the Airport is compliant with the noise requirements per the Airport's agreement with the Park. She stated that the Park was not supportive of increasing noise over any portion of the Park so considering a flight path over that area would require additional conversations with them. She asked the Board if they would be open to conversing with the Park. Elwood advised that it could be as simple as a phone call to the Park since the Airport and Park regularly communicate. McLaurin added that since the FAA and Air Traffic Control have control of an aircraft once it is in the air, both parties would also have to agree to have an alternate Park departure path. He said he is okay with Elwood having an informal conversation with stakeholders. Wallace and Turley echoed Airport Board members' agreement to have informal discussions with the Park and other land managers who would be impacted.

IX. EXECUTIVE SESSION: Liebzeit moved the Board to go into Executive Session for the purpose of considering or receiving information related to the employment of executive personnel and the tender of offers concerning salaries, benefits, and terms of employment as authorized by Wyoming Statue §16-4-405(a)(ii) and (x).



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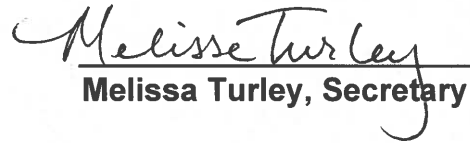
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Liebzeit stated that no decisions were made in the Executive Session.

- X. **ADJOURN:** Brown made a motion to adjourn the meeting at 11:49 AM. Turley seconded the motion, which passed unanimously.



Ed Liebzeit, President



Melissa Turley, Secretary



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